

May 1, 2007

Board Meeting Minutes

**Sunnymont Executive Board Meeting
May 1, 2007 at Debbie Campi's house
7:12pm – 8:57pm**

Attendees: Scott Eklund, Kara Ligda, Dave O'Neal, Nora Menke, Julie Del Fava, Josh Dorese, Michael Borbas, Liz Gerhart, Heidi King, Lisa Derrington, Miko Ohno, Bernadette Ryan, Tinka Niedermier, Debbie Campi

Guests: Amy Sato, Michele Grancell, Jennifer James, Julie McKenzie, Monica Wercinski, Erin Dunivin

Absent:

Proxies:

Opening

Scott reviewed the agenda.

Approval of the April 3rd meeting minutes

Miko motioned for the approval of the April 3rd meeting minutes. Julie seconded. 11 votes approved. Motion passed.

Approval of the March Financial Report

\$84,536.61 in total assets. We expensed an insurance payment of \$1,409.39. \$6,000.00 showed under facilities for rent. This is one month at \$2,400.00 plus one month at \$2,520.00 plus the retroactive 5% for nine months at \$120.00 (\$1080.00) that totals \$6,000.00.

Nora motioned for the approval of the March financial report. Lisa seconded. 11 votes approved. Motion passed.

Approval of the modified Teacher Contracts

Dave briefed us on the contracts and we came up with two changes to make them more generic/applicable. Instead of available times for the class to open it was changed to 15 minutes before the start. Instead of stating how many parents will be participating we changed it to a parent-to-child ratio.

(See attachment 1.)

Dave motioned for the approval of the modified Teacher Contracts. Nora seconded. 11 votes approved. Motion passed.

Approval of the Age Exception for Scott James

Jennifer James submitted a letter requesting an age exception and the teachers concurred with her opinion. As a reminder this is only a probationary (90 day) exception pending Scott's appropriate assimilation into the class.

(See attachment 2.)

Josh motioned for the approval of the age exception for Scott James. Lisa seconded. 11 votes approved. Motion passed.

New and Old Board Member Introductions

All the members gave their current position, class, and next year's position (if applicable.)

The following new board members were nominated and then elected at the April All School Meeting and will begin serving effective June 2007:

President – Lisa Derrington

Vice President Operations & Personnel – Scott Eklund

Vice President Program/Coordination – Amy Sato

Secretary – Michele Grancell

Treasurer – Nora Menke

Registrar – Liz Gerhart

SCVC Representative – *position open*

Fundraising Coordinator – Jennifer James

Class Coordinator 1 Day – Julie McKenzie

Class Coordinator 2 Day – Kara Ligda

Class Coordinator 3 Day – Monica Wercinski

Class Coordinator 4 Day – Erin Dunivin

Teachers/Directors

Executive Director & 2 day AM Teacher - Tinka Niedermier

3-Day AM Teacher/Director - Justine Saffir

1-Day PM and 4-Day PM Teacher/Director - Debbie Campi

Director Review Report - Dave

This hasn't been presented to the teachers yet. How do your directors represent the personality of the school? They are tremendously sensitive to the needs of the community. Administrative needs have been met by teachers, including positions that are unfilled. This year two directors, Justine and Tinka, have done the work. Next year Debbie will handle the executive portion and Justine will handle the facilities. An important aspect of the directors job is to build trust both ways (directors trust parents and parents trust directors.)

Fundraising Report - Julie

E-Waste was really successful. We made \$660.00 from ten pallets of stuff. Silent Auction is this weekend. Only 25 people have signed up for tickets.

Action Item: Class Coordinators are going to email their classes to encourage parents to get reply forms in by Wednesday for a head count needed for Thursday.

Empty SCVC Position Report – Scott

The position is still unfilled. One person is interested (asking questions) but is not totally sold as of yet. We are willing to be flexible with respect to the SCVC meetings but not the board meetings.

Director's Report - Tinka

- I have scheduled a meeting with CHA to discuss the upcoming 5% increase to our rent. **The meeting date and time is Monday May 14th 9:30am.** Hoping that Scott and/or Lisa, Debbie, Nora and me can attend. We will need to meet before this date to put together a proposal of sorts.
- Flowering cherry trees did not get planted this weekend as keys in lock box missing. Any clues? I have contacted Jennifer James.
- Josh Tuttle, Eagle Scout candidate, has finished his two projects though not as planned. I think we have learned a lesson that we would prefer to have the usual protocol followed – drawn plans to preview and make changes- before construction starts. **Thank you to Justine who came during our break to “baby-sit” the scouts as they worked.** Additional building materials have been left in the motor shed so we are looking for a handy person to construct the tall cabinet.
- eWaste event seemed to go well. Thanks Julie for persevering and changing the date and staying the whole time. Also thanks to Julie's friend Ruth who has helped us yet again with an event.
- Justine and I will be working on evening meeting dates for next year as they are due to MAEP by the end of the month. We will also begin the school calendar for next year and work with Scott.
- Upcoming events – Board Appreciation May 11th 5-7pm Need to hear from you so we can plan on numbers.
- Quick clean up needed for Friday the 11th as well so that we are ready for Open House on the 12th. Please volunteer if you can to help. **Kara/Dave volunteered.**
- Nora, Debbie and or Justine and I will be meeting to do hours projections for next year as well as hourly rates. Please be ready to vote next month on a proposal to increase the amount of time teachers are paid for day classes from 3.0 hours to 3.5 hours per session. Teachers are currently paid for 15 minutes before class and 15 minutes after class. **May need slight amendment to teacher contract.**

- An additional proposal will also be coming to use the budgeted \$\$ for teacher bonuses for additional hours this school year.
- From MAEP the teachers received a 5.9% COLA retroactive to July of 2006.
- Newsletter deadline (**May 3rd**) needs to be firm this month as Newsletters need to be out the week of May 21st
- **VP of Operations** - new Scott I have info on First Aid/ emergency supplies and info on Fibar special pricing if order before Aug. 31st. Please keep with your binder info.
- **Pres.** Lisa, I have some jobs info which I will share with staff then needs to get to Jobs Co-ord. Probably need to find someone ASAP.
- **Registrar** - Childcare and Preschool finder ad copy due. Our contact is Julie Brenden at Bay Area Parent. (Marketing/publicity)
- Winding down and out of Director duties but I will still be around. This will be my last Director's report, I hope. I will be meeting with Justine and Debbie to hand over binders etc. Thanks for a great year and looking forward to seeing old Board members on May 11th for a social gathering from the staff.

Class Coordinator reports

- Heidi 1-day – It's Great!! Their communication skills are way up. They are playing with each other more and more. They are going to do a handprints thing for the Silent Auction.
- Lisa 2-day – A fire engine and crew came to class. There was a fire safety speaker. There has been lots of playing together although there has been some exclusionary play.
- Miko 3-day – They are working on their last few items for their class basket and their handprints for the bench. Spring has brought some welcome changes including working on their own problem solving. They are also really excited about the chicks.
- Bernadette 4-day – War play has decreased. The class has really enjoyed the fire fighting costumes and props.

President's Report

- BABI event was busy. Amy did a great job.
- Reminder: Articles are due this Thursday so the newsletter can get out before school ends.
- Board transition – Good? Bad? Ugly? Don't forget any notes needed for binder adjustment(s.) Lisa thought that the registration transition was a bit choppy.

SCVC Report - Josh

- SCVC will be doing another survey soon.
- SCVC Children's Fair was same day as BABI event. It was terrific.
- SCVC is still getting information from its schools for medical insurance purposes. Hopefully this will be completed by May 5th.

Action Item: We need to have the word "Campbell" on our marketing brochures.

Meeting adjourned at 8:57pm

The next board meeting is June 5th, at Sunnymont